



**Town of Arlington, Massachusetts**  
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## **Library Trustee Minutes 06/13/13**

Meeting of the Board of Library Trustees  
Thursday, June 13, 2013

### Call To Order

Chairman Katherine Fennelly called the meeting to order at 7:21. In attendance were trustees Diane Gordon, Joyce Radochia, Barbara Muldoon, Frank Murphy, Heather Calvin, and Adam Delmolino. Also attending were library director Ryan Livergood and assistant director Andrea Nicolay.

### Approval of Minutes

The trustees reviewed the minutes from the May 14 meeting and approved them. Ms. Radochia abstained because she was absent on May 14. (Adam Delmolino/Frank Murphy)

### Communications

Joyce Radochia attended the Rotary banquet on Tuesday, June 11. Many Arlington citizens were honored, including John Deyst, one of the library's Finance Committee Liaisons.

### Community Time

No members of the community were present.

### Election of Officers

Ms. Radochia and Ms. Muldoon conferred and came up with a slate: Ms. Fennelly for Chair and Heather Calvin for Vice-Chair for one-year terms. Vote passed unanimously. Ms. Fennelly suggested that Frank Murphy take over as trust fund liaison and that Mr. Murphy, Ms. Muldoon, Ms. Fennelly, Ryan, and Ellen Porretta meet in July once the June 30 statements are in to discuss how budgets are determined, etc.

### Director's Report

New format. Mr. Murphy suggests a condensed numbers section. Ms. Gordon suggests a numbers narrative, e.g. schools enrollment is up; younger families are using the branch library. Overdrive numbers: is it possible to obtain new users vs. repeat users? Mr. Murphy suggests including numbers every 6 months or every 3 months. Ryan is considering emailing stats to Trustees monthly, instead of including them in every Director's report.

### Robbins Library Print Fund Coordinator Salary and Russell Fund Coordinator Salary

Discussion re: how to handle Vicky Slavin's salary. She always got the standard union increase when she was employed as part-time staff and Print Fund Coordinator. A 2.75% increase in FY14 is the union increase. It was decided that it's appropriate for Ryan to control the salary of contractors such as Vicky Slavin; Trustees are merely responsible for managing the money. The Board is open to Ryan's recommendations re: salary increases, based on market changes and merit. It was decided that Ryan will include recommendations for any increases in the budgets for Trust Funds. Ryan's footnote: we can always go retroactive with increases.

### Liaison for Russell Fund

Already covered.

#### Review of 2011 - 2013 Strategic Plan

The cost of the Strategic Plan was discussed at length; Ms. Muldoon found a bill for \$5600.00 to the consultant Nelinet, and an additional \$500 for a survey, also paid to Nelinet.

#### FY14 Strategic Planning Process

Ryan recommends consultant Stephen Spohn; he knows Robbins Library, he is thorough, and he wants to interview community leaders. His price is negotiable, and Maryellen had good things to say about him. Draft plan/final plan is included, which Mr. Spohn will write. Mr. Delmolino recommends a look-back to survey the recommendations of the last strategy. Where should Robbins be challenged? The Board voted on an upper limit of \$7500.00 for payment to Stephen Spohn for Strategic Plan 2013. (Diane Gordon/Adam Delmolino) Unanimous vote.

#### Approval of Policy: Meeting Room Policy

Motion to accept policy as amended. (Joyce Radochia/Frank Murphy) Unanimous vote.

#### Named Donations

Many of our study carrels have nameplates. What should the Library do when it's necessary to eliminate carrels? It was decided that staff will eventually make a list of the named carrels, send it out to the Trustees, and consider doubling up nameplates on study carrels to honor the intent while opening our options to eliminate/rearrange furniture.

#### Sunday Solicitation

\$11,517.50 received to date. Have we received returned mail? Ryan will find out. It was suggested we may want a lobby sign indicating Sundays that are still open.

#### Foundation Update

Attorney General designation to come. Foundation is receiving money from Pleasant St. congregation. The portrait of the pastor is to be cleaned; money should come out of one of the art funds.

#### Unanticipated Items

No unanticipated items.

#### Date of Next Meeting

Tuesday, August 20, 7:15 p.m. Ms. Gordon can't attend; Ms. Calvin is a maybe.

#### Adjournment

9:17 p.m. (Adam Delmolino/Heather Calvin)

#### Documents provided:

- Meeting agenda
- May 2013 meeting minutes
- May/June Director's Report
- Meeting Room Policy/Application
- Past Strategic Plan bill/proposal from Nelinet
- 2011-2013 Strategic Plan proposal
- 2013 Strategic Plan proposal from Stephen Spohn